

C-O-N-F-I-D-E-N-T-I-A-L

NOTICE NO.  
LN 10-8

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SECURITY  
23 September 1971

### SECURITY VIOLATIONS

1. Within the past 3 weeks, Office of Logistics personnel have been responsible for five security violations. These violations have been caused by a relaxation of good security habits which is of serious concern to us.

25X1A 2. Effective immediately and until this Notice is rescinded, any individual charged with a security violation will be required to conduct the afterhours security check in his division or staff area for 1 week. This requirement is in addition to the administrative action prescribed by [REDACTED]

25X1A 3. During the month of October, all employees will read Section 20 of [REDACTED] entitled "Security Check Procedures." If there are any questions concerning its interpretation or its application to particular locations or circumstances, consult the Security Staff, OL. It is a "must" for all personnel to fully understand their security responsibilities and the procedures in effect to carry out those responsibilities.

4. Security is a command function; in our Office it cannot be overemphasized. Along with cost consciousness, attention to security is considered in the preparation of fitness reports. It is a quality which is considered in the assignments and advancements within our Career Service. Insuring the implementation of prescribed security procedures and provision of such additional measures as are required for secure day-to-day operations are responsibilities of every supervisor in the Office of Logistics and must be incorporated into his role as an effective manager.

[REDACTED]  
JOHN F. BLAKE  
Director of Logistics

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